

SOP: Procedures for Lost or Missing Receipts

This SOP details the **procedures for lost or missing receipts**, including steps for reporting, documentation requirements, verification processes, approval protocols, and record-keeping standards. The aim is to maintain accurate financial records, prevent discrepancies, and ensure accountability by implementing a standardized approach to handle lost or missing receipt incidents effectively.

1. Purpose

To establish a standardized process for handling incidents of lost or missing receipts to ensure proper documentation, verification, and accountability in financial record-keeping.

2. Scope

This procedure applies to all employees, contractors, and stakeholders who incur expenses on behalf of the organization.

3. Procedure

- Reporting**
 - The individual who loses or is unable to provide a receipt must notify their supervisor/manager within **3 business days** of discovery.
 - A **Lost or Missing Receipt Form** must be completed and submitted. Include all available transaction details (date, amount, vendor, nature of expense).
- Documentation Requirements**
 - Submit any available alternative documentation (e.g., credit card statement, email confirmation, etc.).
 - Complete a signed statement attesting to the validity of the expense and circumstances surrounding the lost receipt.
- Verification Process**
 - Supervisor/manager reviews submitted documentation and may request additional information as needed.
 - Verify expense legitimacy against available records (e.g., card statements, budget allocations).
- Approval Protocol**
 - Only after satisfactory verification can the expense be approved for reimbursement.
 - Final approval must be granted by the department head or account approver.
- Record-Keeping**
 - The Lost or Missing Receipt Form and supporting documents must be attached to the expense report.
 - All records should be maintained for the duration required by financial policy, typically **7 years**.

4. Responsibilities

- Employee:** Promptly report lost or missing receipts and provide required documentation.
- Supervisor/Manager:** Review and verify reported incidents, ensure completeness of documentation.
- Finance/Accounting:** Maintain records and monitor compliance with this SOP.

5. Related Forms and References

- Lost or Missing Receipt Form
- Expense Reimbursement Policy
- Records Retention Policy

6. Revision History

Date	Version	Description
2024-06-23	1.0	Initial SOP issuance